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# H A N D B O O K

for

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**advisers of graduate students**

*general information*

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UNIVERSITY OF ILLINOIS

GRADUATE COLLEGE

URBANA, ILLINOIS

HANDBOOK FOR ADVISERS

OF

GRADUATE STUDENTS

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## I. INTRODUCTION

### A. The Duties of an Adviser

Assignment of an adviser is ordinarily made by the department of a student's major field of study. The practices in use vary widely from one department to another, subject only to the general requirement that an adviser of doctoral candidates hold full standing on the Graduate Faculty, and an adviser of master's candidates have master's standing (see page 5).

The adviser's primary duty is to assist the student in planning and carrying through a program of graduate study which will fit the student's needs and desires, and at the same time satisfy departmental and Graduate College requirements. The adviser should keep track of the student's progress, and he should make sure that the student is neither overworked nor permitted to carry a program that does not fully exercise his capabilities. If the student's performance in graduate work is unsatisfactory, the adviser should counsel the student either to alter his course of study or to terminate his graduate work at the University.

The adviser must consult with the student when he approves his program card. It is expected also that additional consultations will be arranged throughout the year. The signature or stamp of the adviser on the student's program card means two things: (1) that the program of courses entered on the card is adequately planned, and (2) that, in the adviser's opinion,





the student can reasonably be expected to make a satisfactory performance in the program of courses for which he is registering. No adviser should approve a program unless he is satisfied on these two points.

The adviser also may find himself called upon to counsel a student regarding extracurricular matters, such as health, housing, financial affairs, deficiencies in reading, writing, or spoken English, inadequate personality adjustment, and the like. The University maintains various services which can assist students with some problems of this kind. The adviser should be familiar with these facilities, which are described later in this handbook, and with the formalities of referring students to them.

#### B. The Administration of Graduate Work

Graduate study, especially that leading to the Ph.D. degree, aims at the development of independent scholarship, originality, and competence in research. Didactic instruction, though ordinarily necessary to supplement undergraduate preparation, is by no means the most important part of a graduate program. The main purpose of graduate study is to discover and develop the independent powers of the student. Achievement of these aims is usually sought through instruction in small classes or seminars, according to methods and procedures established in the various fields of study. However, the most important single aspect of graduate work is the relationship between the student and his adviser.

Because of these characteristics, which differ substantially from the characteristics of undergraduate work, graduate study is altogether



unsuited for detailed administration, or for the imposition by the Graduate College of any but the most general pattern of standards. Accordingly, the Graduate College relinquishes to departments and to members of the Graduate Faculty much of the responsibility for administering graduate work, and retains control only of those aspects for which centralized administration is generally agreed to be helpful or necessary. These include, for example, keeping uniform student records and maintaining general standards regarding such matters as over-all requirements for the several degrees, the system of preliminary and final examinations, the language requirements, and the form of the thesis.

It is obvious that the adviser plays a critical role in the development of the individual graduate student and that the control exercised by the Graduate College establishes minimum standards only. The quality of the work that will be accomplished throughout their professional lives by the students who receive advanced degrees from this University will reflect to a very great extent the standards of the advisers.

## II. GENERAL INFORMATION CONCERNING THE GRADUATE COLLEGE

### A. Organization

In accordance with the University Statutes, the Graduate College is administered by a Dean who is advised by an Executive Committee. The Executive Committee consists of sixteen members: (1) eight elected members, four of whom are elected annually for two-year terms by the faculty of the Graduate College; (2) six members, three of whom are



appointed each year for two-year terms by the President on the nomination of the Dean of the Graduate College in consultation with the members elected that year; (3) the Associate Dean of the Graduate College for the Chicago Professional Colleges; and (4) the Dean of the Graduate College, who is ex officio a member and chairman of the Committee. Members elected or appointed hold office for two-year terms.

The supervision of graduate student affairs, excluding discipline, is the responsibility of the Graduate College. Matters calling for disciplinary action are referred to a subcommittee on discipline for graduate students appointed by the Senate Committee on Discipline following nomination by the Dean of the Graduate College.

#### B. The Graduate Faculty

Only those members of the instructional staff who have been nominated by their departments and approved by the Executive Committee and the Dean are members of the Graduate Faculty. Members of the Graduate Faculty participate in graduate instruction according to the terms of their appointments as described below.

##### Limited Standing

A staff member with "limited standing" is authorized to offer instruction, in courses other than thesis research, to students registered for graduate credit. No restrictions are imposed as to what courses may be so taught, except that they must carry credit in the department or departments through which the individual is appointed. It is presumed, however, that



the departments will make judicious teaching assignments in accordance with individual qualifications. A person with an earned doctorate or equivalent experience usually, but not always, qualifies for appointment to limited standing. Unless stipulated otherwise, a person with limited standing is a continuing member of the Graduate Faculty with voting privileges. He may also serve on doctoral examining committees, but not as chairman. (Not more than two persons with limited standing may serve on any one doctoral committee.)

Occasionally a person may be authorized to teach a particular course or two, usually for a limited period of time. Such an individual is not a member of the Graduate Faculty with voting rights. Under no circumstances are candidates for graduate degrees at the University of Illinois placed on the Graduate Faculty.

#### Master's Standing

A staff member with "master's standing" on the Graduate Faculty is authorized to supervise the research of graduate students preparing master's dissertations. It is assumed that he will not require help from other senior staff members in carrying out this supervision, although such co-operation is not excluded. To qualify for master's standing, an individual must show moderate evidence of independent research beyond the preparation of his own thesis. This evidence is demonstrated through scholarly publications, which may be augmented by co-operative direction of master's work as described below. It should be understood that degree of





independence, originality, and other subjective factors are of more importance than the mere number of publications. In general, a person nominated for master's standing should have completed his own graduate work at least one year and preferably two years earlier. He may, of course, serve on doctoral committees, but not as chairman.

It is often desirable to encourage a highly promising faculty member to work with graduate students on research problems before he qualifies for official master's standing. Under these circumstances, a co-operative arrangement can be worked out by which a senior member of the staff, holding master's or full standing, is officially in charge of a master's candidate, and the junior member assists in guiding the preparation of the thesis. Ultimate responsibility for the quality of the thesis rests with the senior member, who must be prepared to take charge if it becomes necessary.

A thesis completed with the help of a non-certified staff member should carry an appropriate acknowledgment of the guidance contributed by the junior member of the staff. If publication involving co-authorship should result, the junior staff member should be one of the co-authors. After a junior staff member has helped direct one or two master's theses under such circumstances, the experience so gained can be cited, in addition to scholarly work, in support of his recommendation for unqualified master's standing. It must be stressed, however, that the senior staff member retains primary responsibility with respect to certifying the character of the work and in overseeing its general conduct.



### Full Standing

A staff member with "full standing" is authorized to direct the preparation of doctoral dissertations without guidance from any other staff members, subject to approval of the thesis by the examining committee and by the head or chairman of the department. To gain full standing on the Graduate Faculty, a person must exhibit qualifications similar to those expected for master's standing except that the requirements are more extensive. A greater degree of originality, independent research, and experience are, of course, required. Here again subjective judgments bear upon the final decision, but normally clear evidence is expected of continuing research activity at a high level and evidence of usefulness to graduate education. A staff member on full standing may, of course, serve as chairman of a doctoral committee.

A promising individual who holds master's standing but has not yet qualified for full standing may participate in the direction of doctoral dissertations in an assisting role under conditions similar to those described under master's standing. The senior staff member must be prepared to help the student out of any emergencies that may arise and must assume responsibility for the general nature of the research advice. After an individual has participated in the direction of one or two doctoral theses in this fashion, appropriate acknowledgment being made in the theses involved, this experience can be cited as partial evidence in support of recommendation for promotion to full standing. Experience in serving on doctoral committees should also be cited.



### Procedure for Nomination to Membership on the Graduate Faculty

The executive officer of the department or division concerned initiates a recommendation for appointment to the Graduate Faculty on a form which may be obtained from the Graduate College. A bibliography and three letters of recommendation, preferably from members of the University staff, should accompany this form. One of the letters of recommendation should be from the executive officer who initiates the nomination.

#### C. Graduate Work of Professorial Staff Members

No person shall be admitted to candidacy for an advanced degree who holds an appointment as professor, associate professor, or assistant professor in any department or division of the University. Any person engaged in graduate study who accepts an appointment with the rank of assistant professor or higher at the University will be dropped as a degree candidate at this University.

#### D. Publications of Interest to Advisers

1. Graduate College Catalog. The Graduate College catalog contains a summary of the rules governing graduate work, both those imposed by the Graduate College and those pertaining to major work in the various departments. Graduate courses are also listed and described in the catalog, and the members of the Graduate Faculty are listed by departments. A Graduate College Calendar is printed in the front section of this catalog and also as a separate pamphlet. In addition to listing such basic dates as registration periods, final examination dates, etc., this calendar also establishes certain deadlines which are applicable to graduate students only. Though it



is the primary responsibility of the graduate student to observe these deadlines, the adviser also should be familiar with these dates so that he may be of greater assistance to the student.

2. Financial Aid for Graduate Students. This brochure describes the various types of financial aid available to graduate students.

3. Extramural Credit Courses. Some courses are offered each semester at extramural centers throughout the state. A bulletin listing these offerings is published each fall and spring by the Division of University Extension.

4. Announcement of Saturday and Evening Classes for Teachers. The Graduate College publishes each fall and spring a listing of courses offered in the late afternoons, evenings, and on Saturdays. A student who commutes to the campus to take these courses or who registers in extramural courses is not in residence and he should be reminded of the residence requirement. Residence is defined on page 32.

All of the above publications may be obtained from the Graduate College Office. In addition, Time Tables may be secured at the Information Office of the Illini Union.

### III. ADMISSION TO THE GRADUATE COLLEGE

Permits to enter the Graduate College are issued by the Office of Admissions and Records. Decisions concerning admissibility are made on the basis of criteria established by the Graduate College and the various departments. Admission forms may be obtained from the Graduate Admissions





Office, 158 Administration (West), or from the Graduate College. Such forms are also included in the "Application for Graduate Appointment" packets.

The requirements governing admission are as follows: The applicant must: (1) be a graduate of an institution awarding a baccalaureate degree comparable to that granted by the University of Illinois; (2) be adequately prepared for advanced study as demonstrated by his previous program of study and his scholastic record; and (3) be recommended for admission by the major department and the Graduate College.

The Graduate College has established a minimum grade-point average of 3.5 for admission. However, many individual departments have established higher standards. Some will consider on an individual basis applicants with averages falling in a certain range. Admission averages are always computed on the basis of the last 60 semester hours of work completed, including the semester in which the sixtieth hour falls. The scholastic averages required for admission by each department are shown beginning on page 11.



## Departmental Grade Requirements for Admission to Graduate Study

Department	Reject	Refer to Department	Admit
Accountancy	3.49	None	3.50
Advertising	3.49	3.50 - 3.74	3.75
Aeronautical Engineering	3.74	3.75 - 3.99	4.00
Agricultural Economics	3.49	3.50 - 3.74	3.75
Agricultural Education	3.49	None	3.50
Agricultural Engineering	3.49	None	3.50
Agronomy	3.49	All above 3.49	
Animal Science	3.49	3.50 - 3.74	3.75
Anthropology	3.49	All above 3.49	
Architecture	3.49	All above 3.49	
Art	3.49	All above 3.49	
Astronomy	3.49	3.50 - 3.74	3.75
Biological Sciences	3.49	None	3.50
Biophysics	3.74	None	3.75
Botany	3.74	3.75 - 3.99	4.00
Business	3.49	All above 3.49	
Business Administration	3.49	All above 3.49	
Business Education	3.49	None	3.50
Ceramic Engineering	3.49	3.50 - 3.74	3.75
Chemistry	3.74	3.75 - 3.99	4.00
Chemical Engineering	3.74	3.75 - 3.99	4.00
City Planning	3.49	All	
Civil Engineering	3.74	3.75 - 3.99	4.00
Classics	3.49	3.50 - 3.74	3.75
Communications	3.49	All above 3.49	
Dairy Science	3.49	None	3.50
Dance	3.49	None	3.50
Economics	3.49	None	3.50
Education	3.29	3.30 - 3.49	3.50
Electrical Engineering	3.74	None	3.75
English	3.74	3.75 - 3.99	4.00
Entomology	3.49	3.50 - 3.74	3.75
Finance	3.49	None	3.50
Food and Dairy Technology	3.49	3.50 - 3.74	3.75
French	3.49	3.50 - 3.99	4.00
Geography	3.74	3.75 - 3.99	4.00
Geology	3.74	3.75 - 3.99	4.00
German	3.49	3.50 - 3.74	3.75
Health and Safety Education	3.49	None	3.50
History	3.49	3.50 - 3.74	3.75
Home Economics	3.49	3.50 - 3.74	3.75
Horticulture	3.49	3.50 - 3.74	3.75
Journalism	3.49	3.50 - 3.74	3.75
Labor and Industrial Relations	3.49	3.50 - 3.99	4.00
Landscape Architecture	3.49	All above 3.49	
Law	3.49	All above 3.49	
Library Science	3.49	All above 3.49	
Linguistics	3.49	None	3.50



Department	Reject	Refer to Department	Admit
Management	3.49	3.50 - 3.74	3.75
Marketing	3.49	3.50 - 3.74	3.75
Mathematics and Statistics	3.49	3.50 - 3.74	3.75
Mechanical and Industrial Engineering	3.49	3.50 - 3.74	3.75
Metallurgical Engineering	3.49	3.50 - 3.74	3.75
Microbiology	3.74	3.75 - 3.99	4.00
Mining Engineering	3.49	3.50 - 3.74	3.75
Music	3.49	All	
Nuclear Engineering	3.49	3.50 - 3.74	3.75
Philosophy	3.74	None	3.75
Physical Education	3.49	None	3.50
Physical Sciences	3.49	None	3.50
Physics	3.74	None	3.75
Physiology	3.49	None	3.50
Plant Pathology	3.49	3.50 - 3.74	3.75
Political Science	3.74	3.75 - 3.99	4.00
Psychology		All	
Radio - TV	3.49	3.50 - 3.74	3.75
Recreation	3.49	None	3.50
Russian	3.49	3.50 - 3.99	4.00
Social Sciences	3.74	3.75 - 3.99	4.00
Social Work		All	
Sociology	3.49	3.50 - 3.74	3.75
Spanish, Italian, Portuguese	3.49	3.50 - 3.74	3.75
Speech	3.49	3.50 - 3.74	3.75
Theoretical and Applied Mechanics	3.49	3.50 - 3.74	3.75
Veterinary Medical Science	3.49	3.50 - 3.74	3.75
Zoology	3.74	3.75 - 3.99	4.00

## Fifth-Year Teaching Programs

Area	Reject	Refer to Adviser	Admit
Biological Sciences and General Science	3.29	3.30 - 3.49	3.50
Chemistry	3.29	3.30 - 3.49	3.50
English	3.74	3.75 - 3.99	4.00
French	3.49	None	3.50
Geography	3.29	3.30 - 3.49	3.50
German	3.49	3.50 - 3.74	3.75
Home Economics Education	3.49	3.50 - 3.74	3.75
Latin	3.49	3.50 - 3.74	3.75
Mathematics	3.24	3.25 - 3.74	3.75
Mathematics and the Physical Sciences	3.24	3.25 - 3.74	3.75
Music Education	3.49	All	
Physics	3.49	3.50 - 3.74	3.75
Social Studies	3.49	3.50 - 3.74	3.75
Speech	3.24	3.25 - 3.49	3.50
Speech Correction	3.29	3.30 - 3.49	3.50
Spanish	3.49	3.50 - 3.74	3.75



Graduate Record Examinations. Scores received on Graduate Record Examinations need not be submitted in connection with an application for admission (unless so specified by the major department). However, all graduate students who are degree candidates must take the Graduate Record Examination Aptitude Test during their first term in the Graduate College unless they have taken this test within the last three years. The Graduate College makes arrangements for these tests, which are given without cost to the students. As soon as the scores are received, a copy is sent to the student and to the major department.

A. Five Categories of Admission

1. Admission with full status is granted to an applicant with an average of 3.5 or above and who has not completed as much as one full year of work beyond the baccalaureate degree.

2. Admission with advanced standing is granted to an applicant who is a candidate for the doctorate, who has completed as much as one year of graduate work, and who has been recommended by the major department and by the Graduate College.

3. Admission with limited status is granted, in exceptional cases and only on the recommendation of the major department and the Graduate College, to an applicant with an admission average below 3.5. After completing one semester or at least three units of work with grades of A or B, a student admitted on limited status may submit a petition to the Graduate College requesting that his status be changed to that of a graduate student in full standing.





4. Admission as a non-degree candidate is granted to an applicant who wishes to take some graduate work but who does not intend to become a degree candidate at the University of Illinois. Under no circumstances should an adviser permit a student admitted as a non-degree candidate to pursue a degree program until his eligibility for admission with full standing has been determined by the Graduate Admissions Office.

5. Admission "with status to be determined" is used in the case of an applicant from another country whose academic credentials are difficult to evaluate.

Admission categories Nos. 4 and 5 should not be used as devices to circumvent the standard admission requirements. If a student who is admitted as a non-degree candidate later changes his plans and wishes to work for a degree here, the request for a change in status should be initiated by the head of the major department or by the student in a letter directed to the Graduate Admissions Office.

#### B. Graduate Work by Seniors at the University of Illinois

A senior who has been in residence for at least two semesters and who is within five semester hours of his bachelor's degree may be admitted to the Graduate College if his grade-point average for the last 60 hours is at least 4.0. Seniors who meet these requirements and who wish to apply should submit an application for admission to the Office of Admissions and Records together with a letter from the dean of the undergraduate college specifying the hours needed to secure the bachelor's degree. If admitted to the Graduate College, the student must carry as miscellaneous course



work the hours needed to complete the requirements for the first degree; in addition, he registers for courses to be credited toward an advanced degree.

A senior who is within ten hours of the bachelor's degree may register in graduate courses if his grade-point average is that specified above and if he secures the approval of the executive officer of the major department and the instructors concerned. In all such cases, his program card must be signed by the Dean of the Graduate College before registration is completed. At the same time the student should present to the Graduate College a form signed by one of the deans of his undergraduate college and by the executive officer of the department in which he expects to major as a graduate student. This form may be obtained in the Graduate College. A facsimile appears in the Appendix, page 41. Graduate credit so earned does not count toward an advanced degree unless the student qualifies for admission with full standing at the close of the session and enrolls as a graduate student during the following regular semester.

#### IV. REGISTRATION PROCEDURES AND CHANGES IN PROGRAM

##### A. Transcripts

Photostats of transcripts for each student admitted to the Graduate College with full standing from another university will be sent by the Graduate College to the major department as soon as possible after a permit to enter has been issued. Transcripts of a student whose undergraduate work was completed at the University of Illinois will be sent to the department at the



time the permit is issued. Transcripts should be accessible to the adviser at the time the student registers.

B. Memorandum of Prerequisites

A student who is admitted on the basis of his academic record, but whose preparation for graduate work in certain areas is inadequate, should be required to take, not for graduate credit, the courses considered by his adviser to be appropriate. These courses should be entered on a Memorandum of Prerequisites (see Appendix, page 42.) The adviser should sign and send this memorandum to the Graduate Records Office, 208 Administration (East).

C. Registration Materials

The function of each of the cards normally issued to a graduate student at registration time is described below:

1. The following cards may be obtained in the departmental offices:

a. The Dean's Program Card (No. 2): This card is an official record of the courses a student is taking in any one term and of the credit he will receive. The adviser must indicate his approval of this program by signing in the lower right-hand corner. (In some departments the adviser signs a special departmental form and a stamp is used for the program card.)

The signature of the instructor or his representative must be shown for each course taken. Please note that the title of a course should not be entered on the program card; only the



name of the department offering the course, the course number, and the credit should be shown. A course is taken either for semester hours or for units--not for both. The sample below shows a No. 2 card filled in correctly:

UNIVERSITY OF ILLINOIS—OFFICE OF ADMISSIONS AND RECORDS Graduate Dean's Program Card 18X G45664-0												MO. DAY YR.																							
DO NOT WRITE ABOVE THIS LINE												COLLEGE		CURRICULUM		CLASS		NEW		SEX		VET.		CURRENT DATE		SEQUENCE NUMBER									
DO NOT BEND, FOLD, CLIP OR MUTILATE THIS CARD												8-0192		204 W Madison										CHAMPAIGN <input type="checkbox"/> URBANA <input checked="" type="checkbox"/>											
CHECKER'S STAMP												LOCAL PHONE		LOCAL ADDRESS																					
DEPARTMENT OFFERING COURSE												COURSE NO		SECTION		GRAD UNITS		SEM HRS		INSTRUCTOR'S SIGNATURE		DEGREE SOUGHT (Give exact title)													
TO THE STUDENT Refer to your Authorization card (No. 1) for your I.D. Number. Print all information called for on BOTH SIDES of this card. Write only within the HEAVY LINES across the top and bottom of this side.												MAJOR		math		490		1		1				Ph. D.											
														math		403		1		1				DO YOU EXPECT TO RECEIVE THIS DEGREE AT THE END OF THIS TERM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>											
												MINOR (S)		Phil		333		1/2		1/2				MAJOR math											
																								MINOR Phil											
MISC.		German		400 A		H		H				APPROVED (Adviser in Charge of Major)																							
DO NOT WRITE BELOW THIS LINE												NEW		SEX		VET.		OVER		COL-LEGE		CURRICULUM		CON-TROL											
SEQUENCE NUMBER												L.D. NUMBER																							

Courses constituting part of the major program of the student (even though the courses may not be offered by the major department) should be entered on the line opposite the appropriate heading. Prerequisite courses and courses that are not to be used in the degree program (such as foreign language reading courses) should be listed in the section labeled "Miscellaneous." Do not enter courses to be audited on the No. 2 card (see page 20 under Visitor's Permit).

At the University of Illinois, graduate credit is expressed in terms of units. A unit of graduate credit is expected to occupy





not less than ten hours of a student's time each week (in class, laboratory, library, independent study, etc.). Four units constitute a full program. For purposes of draft deferment, the Selective Service System has established other criteria. See reverse side of form entitled, "Status Form for Graduate Students Seeking Deferment." (See Appendix, page 60).

The exact unit (or hours) credit that the student is to receive for each course must be entered on the card, and this credit must be that shown in the Time Table. Only if the course is offered for variable credit has the adviser any choice as to the unit value to be entered. If, in an exceptional case, it is necessary for a student to be registered for credit other than that shown in the Time Table, he should be instructed to take his program card to the Graduate College Office for approval before completing his registration. The adviser should check the program card to be sure that the student has supplied all the information requested. It is important that he provide the information called for on the back of the No. 2 card concerning his permanent mailing address and University appointment, if any.

Students holding appointments as Fellows must carry four units or the equivalent. Three units plus a language course are considered the equivalent. Those who hold tuition and fee



waivers must carry three units or the equivalent. The academic load of assistants is limited according to a statutory formula (see below). The adviser should check the student's academic load to be sure that he fulfills these requirements and does not exceed these limitations.

#### SEMESTER LOADS

<u>Appointment</u>	<u>Normal registra- tion; no special permit required</u>	<u>Maximum overload; requires approval of Graduate College</u>
1/4 time	4 units	4 1/4 units
1/3 time	3 1/2 units	4 units
1/2 time	3 units	3 1/2 units
2/3 time	2 1/4 units	3 units
3/4 time	2 units	2 3/4 units
Full time	1 unit	2 units

#### SUMMER LOADS

<u>Appointment</u>	<u>(1) Eight-Week Term</u>	<u>*(2) Extra Four Weeks</u>
None	2 1/2 units	1 unit
1/4 time	2 units	1 unit
1/3 time	2 units	1 unit
1/2 time	1 3/4 units	3/4 unit
2/3 time	1 1/2 units	3/4 unit
3/4 time	1 1/4 units	3/4 unit
Full time	1 unit	1/2 unit

\*Extra credit must be in research with faculty guidance.

b. The Information Card (No. 3): The information obtained on this card is used to provide general information to the public, to church groups, and to fraternal organizations.



- c. The Housing Card (No. 4): The information obtained here is used by the University for statistical purposes.
2. The following cards are obtained by the student at scheduled hours during the regular registration period at the location indicated on the sheet of instructions. If the student registers late, he may pick up these cards in the Graduate Records Office.
- a. The Authorization Card (No. 1): This card authorizes the student to register. After the initial registration of a student, an authorization card is prepared automatically each succeeding term unless the student withdraws from school or does not register. Each summer, authorization cards are prepared for every student who was registered in any one of the preceding three terms.
- b. The Fee Card (No. 6): Fee cards are pre-assessed on the basis of a full load. If the student carries a reduced load, an adjustment in fees is made by the fee clerk during the registration process.
- c. The Identification Card (No. 7): This card is used to prepare the student's identification card, which includes his picture.

Visitor's Permit. Courses to be audited are not entered on the student's program card. Instead, the student should obtain a visitor's permit from the Graduate Records Office. This card may be signed by the instructor at the first meeting of the class. The student should then take the card to



the Graduate Records Office for approval and present the coupons to the Recorder. For obvious reasons, a student cannot audit a laboratory or activity course; also, auditors will not be permitted in French, German, or Russian 400 or 401.

#### D. Academic Programs of Assistants

Students employed part or full time on the University staff must carry a reduced program of academic work in accordance with University statutes. Graduate advisers should impose similar limitations upon students who are employed outside the University. The table shown above indicates the normal academic load for assistants and also the maximum permissible overload which assistants may carry only with the special permission of the Graduate College. Forms for this purpose may be obtained in the Graduate College Office (see Appendix, page 43). In granting permission for registration in excess of the normal academic load, the Graduate College will be guided by (1) the progress the student has made toward the completion of degree requirements; (2) the quality of the graduate work completed; (3) the nature of the duties required of the student in connection with his employment; (4) any other considerations which seem appropriate.

Procedure. A student who wishes to register for more than the normal academic load should first secure an overload form. After consultation with his adviser and the employing department, and before he secures the authorization card, he should take his program card and the completed overload form to the Graduate College for discussion with the Dean or his representative.





#### E. Program Changes

If a student wishes to change credit, drop, or add a course after he has completed registration, he must initiate this change by obtaining the appropriate form from the Graduate Records Office. Note: Do not use an undergraduate change slip for a graduate student. See format of graduate change slip in the Appendix, page 44. The adviser indicates his approval of the change requested by signing this form. If a course is added, the instructor or his representative also signs the slip. The student then obtains the approval of the Graduate College and presents the change slip to the Recorder.

Except for reasons of illness, a student may drop a course during the last third of any term (see Calendar for dates) only on the basis of a petition which will be reviewed by the Executive Committee. In case of illness, the attending physician should send to the Graduate College a letter setting forth the circumstances.

A fee of \$1.00 will be assessed for each change in program submitted by a graduate student later than about two weeks after the beginning of instruction.

#### F. Withdrawal from the University

Graduate students may withdraw from the University at any time. The proper form may be obtained from the Graduate Records Office. There the student will receive instructions concerning the signatures which must be obtained in order to "clear" the University.



## V. DEGREE REQUIREMENTS

Some departments have established requirements in addition to those which are listed below. Because these requirements vary from department to department, no attempt has been made here to call attention to them. It is assumed that the adviser will know the requirements of his own department. For the same reason, no attempt has been made to explain the requirements for professional degrees, such as the Master of Social Work and the Doctor of Education, among others.

### A. Master's Degree

1. General Requirements. All candidates must submit at least eight units of work in order to qualify for this degree. There is no minor requirement. The major must be represented by not less than four units of work and if a minor is declared, by not less than one unit. Three of the eight units must be in courses numbered in the 400 series and two of these units must be in the major field. Certain curricula, such as the teacher training program, are exempt from this regulation.

2. Thesis. If a student elects to prepare a master's thesis or is required to do so by his department, he should file the subject of the thesis at the Graduate College Office at least six weeks prior to graduation. (See Appendix, page 44). No more than three units of thesis credit may be included in an eight-unit program. Credit in thesis research cannot be applied to a degree unless a thesis is submitted.

For specific instructions with reference to the preparation and form of the thesis, the student should obtain at the Graduate College Office a



copy of the leaflet "Instructions for Preparation of Theses." (See Appendix, pages 45-50).

3. Second Master's Degree. Credit submitted in partial fulfillment of the requirements for a master's degree cannot be used again to fulfill requirements for a second degree at the same level. In other words, if a student wishes a second master's degree, he is starting on a new program and credit earned previously cannot be applied to the new degree.

Students who consider the possibility of taking two master's degrees should be reminded that the Graduate College will not confer more than two advanced degrees upon any one student. Therefore, if the student contemplates going on for the doctorate, he should not take a second master's degree.

A student who enters the University of Illinois with a master's degree from another university and who elects to take both the master's and the doctorate at the University is expected to fulfill requirements for both degrees.

4. Residence Requirement. A candidate for the master's degree must spend at least two semesters or the equivalent in residence and must earn at least half of the required units in residence. (For a definition of residence, see page 32). Four eight-week summer sessions are considered the equivalent of two semesters.

5. Work Completed Elsewhere. A graduate student who has completed advanced work at other approved institutions for which no degree was



conferred may, upon the recommendation of the major department, submit a petition (see page 35) requesting that credit earned be applied to degree requirements here. If the request is approved by the Graduate College, final acceptance of credit will be subject to direct examination by members of the staff. In accepting credit from elsewhere, one semester hour is considered equivalent to 1/4 unit. Students who request credit for work completed elsewhere should be reminded that the acceptance of such credit does not reduce the residence requirement.

6. Time Limitations. A candidate for the master's degree must complete all requirements for that degree within five calendar years after his first registration in the Graduate College.

## B. Doctor of Philosophy

1. General Requirements. A candidate for the doctorate must complete at least three full years of academic work. These years can be divided into three stages as follows:

- a. The first stage. During this period the candidate must complete at least eight units or the equivalent. This period of study may terminate in a master's degree, in which case the degree is evidence of the completion of the first stage. However, if the first stage is completed elsewhere but no master's degree conferred, the doctoral candidate must submit a petition requesting credit for such work (see below).
- b. The second stage. During this period the candidate must complete at least eight units, satisfy the major and minor





course requirements, fulfill the language requirements (unless satisfied earlier), and pass the preliminary examination.

c. The third stage. During this period the student must earn eight units of credit in research, complete the thesis, and pass the final examination.

2. Work Completed Elsewhere. A candidate for the doctorate, who has received a master's degree from a recognized institution, need not submit a petition to receive credit for such work. The conferral of this degree marks the completion of the first stage of the doctoral program (see B 1 a above). If the credit is used in partial fulfillment of the requirements for the doctorate, the candidate should be examined on the content of the courses involved at the time of the preliminary examination.

If a candidate for the doctorate has completed graduate work elsewhere for which no degree was awarded, he may request that credit for such work be applied to the doctorate by submitting a petition (see page 35).

3. Residence Requirement. A candidate must complete in residence (for a definition of residence, see page 32) two of the three stages described above. Thus, if a student has completed the first stage of the doctoral program elsewhere and this credit is applied to his doctorate, he must complete the remainder of the work required, including the thesis, in residence. If a student completes the first and second stages of the doctoral program in residence, he may petition to complete the thesis in absentia.



Experience has shown, however, that it is seldom to the candidate's advantage to accept a position elsewhere in expectation of completing the dissertation in absentia. Too often in these situations the completion of the thesis is long delayed. Therefore, the Graduate College urges all advisers to discourage the candidate from making plans which involve a thesis in absentia. Occasionally, however, research facilities elsewhere may be more adequate. In such cases, a petition to complete the thesis elsewhere is entirely appropriate. Advisers must bear in mind, however, that at some point in the second or third stage of doctoral work, the student must spend at least two successive semesters in residence.

There is one other exception to the general regulations described above. This situation exists when a candidate who has completed the first two stages of the doctoral program at another institution wishes to qualify for the doctorate at the University of Illinois. For obvious reasons, caution should be exercised in recommending the admission of such a student and he should not be admitted unless the department has received a favorable recommendation from the institution which the student last attended.

Statement A. If admitted, the student must fulfill the following requirements before he can be admitted to the preliminary examination:

- a. He must submit a petition requesting credit for work completed which is not certified by a degree and which he expects to apply to the doctorate.
- b. He must complete at least one semester of formal course



work here, fulfill major and minor course requirements, and satisfy the language requirements.

c. He must complete the third stage of the doctoral program in residence.

4. Time Limitations. A candidate for the doctorate must complete all requirements for this degree within seven calendar years after his first registration in the Graduate College, except as noted below.

A candidate for the doctorate who has received a master's degree elsewhere must complete all requirements for the degree within five years after his first registration in the Graduate College. This same regulation applies to the candidate who has received his master's degree from the University of Illinois and whose studies were interrupted immediately thereafter, provided not more than the minimum number of units required for the master's degree are applied to the doctorate.

In general, the transfer of graduate credit from other institutions under circumstances not specifically defined above is considered a basis for proportionate reduction of the time allowed for earning a degree.

In view of the need for highly trained personnel, advisers are urged to assist the student in completing his program of course work and thesis at the earliest date consistent with sound educational policy.

5. Majors and Minors. The doctoral candidate must offer a major and one or two minors. If he chooses one minor, it must be taken in an area outside the major and must consist of at least four units of work. If



two minors are chosen, one of these, consisting of not less than two units, may be a subdivision of the major department. In this case, the second minor, consisting of not less than two units, must be in an area outside the major department. Ordinarily, courses cross-listed with the major department may not be used to satisfy the outside minor.

6. Language Requirements. A candidate for the doctorate must demonstrate reading proficiency in two of the following languages: French, German, and Russian. The language requirement should be satisfied early in the doctoral program, in any event not later than two months prior to the preliminary examination, or during the semester (or summer session) preceding admission to the preliminary examination. A student may satisfy the language requirement by (a) direct examination, or by (b) obtaining a grade of A or B in French, German, or Russian 401. (Students majoring in English, history, and philosophy must satisfy the language requirement by direct examination.) A student who fails a language examination twice will not be admitted to another examination until he has taken the 401 course in that language and passed it with a grade of A or B. Certification of proficiency in foreign languages is not accepted from other colleges or universities.

7. Preliminary Examination. The oral preliminary examination, which is required by the Graduate College, is given after the candidate has completed the second stage of the doctoral program. Many departments require a written qualifying or comprehensive examination prior to the





oral. The doctoral committee is appointed by the Graduate College on the recommendation of the executive officer of the major department. At the beginning of the semester or the summer term during which the candidate expects to take this examination, the executive officer should send to the Graduate College, on a card provided for the purpose, a formal request for the appointment of the doctoral committee. This request should indicate the sponsor of the student's research work, the student's major and minor fields, any general or departmental requirements to be met before the examination, and the names of the members of the faculty suggested for the committee. Soon after this card is received, the Graduate College will appoint the committee and will send the preliminary examination certificate to the major department.

The chairman of the committee is responsible for arranging the time and place of the examination at any time after the Graduate College has appointed the committee and the candidate has met the general and departmental requirements. It is the responsibility of the doctoral committee to examine the candidate orally on his major and minor fields and to determine whether or not the thesis topic is appropriate. At the conclusion of the examination, the outcome should be recorded on the preliminary examination certificate. Each member signifies his agreement with the result by signing the certificate, which is then returned to the Graduate College to be recorded. The decision of this committee must be unanimous.

If the student does not pass, a committee may act in one of three ways as follows:



(1) The student makes such a poor showing that the committee feels he should be failed and not admitted to another examination. In this case, the certificate is returned with the appropriate notation.

(2) The student fails. The committee feels that this failure should be recorded on his permanent record, but is of the strong opinion that further preparation may enable the student to pass. At least one semester of additional work should be allowed for such preparation. In this case, the certificate should indicate the student's failure, and should be returned to the Graduate College with a letter stating the committee's recommendation.

(3) The student does not pass to the satisfaction of all concerned, but it is the strong opinion of the committee that the student would have passed except for some unusual circumstance. In this case, the chairman of the examining committee should retain the certificate and send a letter to the Graduate College stating that the examination is to be continued and giving the reason. The committee is then reconvened by the chairman at an early date to complete the examination.

(4) If the committee is unable to reach a unanimous decision, it is the responsibility of the chairman to confer with the Dean of the Graduate College.

8. Final Examination. When the candidate has completed the dissertation, the executive officer of the major department requests the Graduate College, by the same procedures used in the original appointment of the



committee, to notify the student's doctoral committee that the final examination will be scheduled soon. The chairman then makes arrangements for the time and place of the final examination and notifies all members of the committee. The final examination is oral and is open to the public. It is not necessarily limited to the specific field covered by the thesis. Upon the conclusion of this examination, the procedures outlined above for the preliminary certificate should be followed. Again, the decision of the committee, to be recorded, must be unanimous.

9. Thesis. Information concerning the form and style of the thesis is given in a leaflet entitled "Instructions for the Preparation of Theses," which may be obtained in the Graduate College Office. A copy is included in the Appendix, pages 45-50. Each candidate who passes the final examination must pay a \$25.00 microfilm fee. This provides for (1) microfilming of the complete thesis with one copy deposited in the University of Illinois Library, and (2) publication of the abstract in Dissertation Abstracts.

## VI. OTHER CURRICULAR MATTERS

Residence. The requirements governing minimum time which must be spent by graduate students in actual residence on the Urbana campus are based on two principles concerning graduate work. First, if the University of Illinois is to grant an advanced degree to a student, then it is reasonable to require that a very substantial part of the work presented for that degree be done under the supervision and guidance of the University staff. Second, since formal instruction is less important to true graduate work than is the



association of student and professor, and since this latter relationship can be fully enjoyed only by students in residence, it follows that actual residence is a vital requirement for graduate work of the highest quality.

Residence is recognized when a student lives in the community, or its immediate surroundings, and devotes an appreciable portion of his time to graduate work. A student who is employed outside the Champaign-Urbana community is not considered to be in residence, even though he is registered in a campus course.

The residence requirements for the master's degree and the doctorate are described on pages 26 and 28. Each adviser is urged to acquaint his advisees with these requirements and to insist that they be met.

Proficiency in English. Proficiency in English is a prerequisite for graduate study. However, many graduate students are deficient in English composition. This deficiency should be noted by the adviser early in the student's graduate career, and immediate steps should be taken to assist the student. The adviser should require the student to register in appropriate undergraduate courses in English composition or insist that the student regularly consult the Writing Clinic which is open every afternoon from 3:00 to 5:00 p.m. in 307 English Building.

If an instructor finds in one of his classes a graduate student who lacks proficiency in English, the name of the student should be reported to the Graduate College. This office will consult with the student's adviser to work out a remedial procedure. For regulations governing English for





students whose native tongue is not English, see page 36.

Grades. Grades are recorded by letters as follows: for all courses except 499 (Thesis Research), A, B, C, D, E (failure). The grades S and U are reserved for 499 and for non-credit seminars only. No grade other than "Def" (deferred), S (satisfactory), or U (unsatisfactory), should be reported for 499, and no grade other than "Def" or U should be reported until the thesis is finished. The final grade for 499 must be S or U (not A, B, or C). When a grade of S or U is reported, all previous "Def" grades in 499 are changed accordingly. If the thesis is finished after the last grade card for 499 has been turned in, a "Deferred Grade Report Form" should be completed and sent to the Graduate College immediately.

Deferred Grades. A grade of "Def" in a course other than 499 must be replaced by a letter grade no later than the end of the next semester in which the student is registered. A "Deferred Grade Report Form" on which to report letter grades for work previously deferred can be secured from the departmental offices. (See facsimile in Appendix, page 51).

Penalties for Grades Below B. A student who receives as much as two but less than three units of grades below B must replace these units with additional units of A or B grade to qualify for an advanced degree. Three units of grades below B disqualify a student as a degree candidate.

Unofficial Semester Reports. Soon after the close of every term the departmental offices receive from the Graduate College three copies of an Unofficial Semester Report for each student majoring in that department.



A facsimile of this form is included in the Appendix, page 52. The adviser will find this report useful in evaluating the student's progress and in planning his program of study for the following term.

Petitions. If it becomes necessary for a student to submit a petition, the appropriate form may be obtained in the Graduate Records Office. No student should submit a petition without the approval of his adviser.

Extramural Work. Graduate courses in a few areas of study are offered at various centers throughout the state. A student who is employed full time may not register for more than one unit of extramural course work in any one semester nor more than one unit in any combination of extramural and campus courses.

Extramural course work is not work in residence and credit earned in such courses can be applied to an advanced degree only under the following circumstances: (1) if the courses are approved in advance by the adviser and constitute part of a well-integrated program, and (2) if the total extramural credit does not exceed two units (the Ed.M. and the Advanced Certificate excepted). Credit earned in extramural courses is not accepted in partial fulfillment of the requirements for the second stage of a doctoral program.

Correspondence Courses. Credit earned in correspondence courses cannot be applied to an advanced degree. However, certain prerequisites can be fulfilled or deficiencies removed through correspondence work. A catalog of correspondence courses offered by the University of Illinois



may be obtained from the Division of University Extension, Correspondence Courses, 247 Illini Hall, Champaign, Illinois.

## VII. STUDENTS FROM OTHER COUNTRIES

General Information. Included in the Appendix, pages 53-59, is a facsimile of a pamphlet which answers most of the questions which may be asked by applicants and students from other countries.

Any question concerning the evaluation of credentials from universities in other countries should be directed to the Office of Admissions and Records, Extension 3647. If a department wishes to recommend a foreign applicant for admission, his credentials should be referred to that office, 158 Administration (West). A note should be attached to this material indicating whether or not an assistantship has been offered and if so, the period of appointment and the salary. After a student from another country arrives on the campus, he should present his passport to the Director of the Office of Foreign Student Affairs, 152 Administration (West). This office will help the student find suitable living quarters and will provide him with other helpful information concerning the campus and community. The Director of Foreign Student Affairs (Extension 8197) will be glad to cooperate with the adviser in attempting to resolve any problems connected with a student from another country.

English Requirement. At the present time, all new students, whose native tongue is not English, must take a test administered by the University to determine their facility in English. If the results of this test indicate



that Rhetoric 109 and 110 are indicated, the student must take and pass these courses and also Rhetoric 111 before he can qualify for a degree. If Rhetoric 111 only is indicated, the student must take and pass that course. An adviser should not sign the program card of a new student whose language is not English until the results of the examination are known to him. A student who is required to take Rhetoric 109 and 110 should carry no more than two units in addition to these courses, and should carry even less if he holds an appointment. Similarly, a student who takes Rhetoric 111 should not carry a full academic load.

#### VIII. FINANCIAL ASSISTANCE

The book entitled "Financial Aid for Graduate Students" (available in the Graduate College Office), gives complete information concerning the types of support available to students in the Graduate College. Applications for financial assistance may be secured from all graduate departmental offices. Packets printed on lightweight paper are available for mailing to prospective students from other countries.

#### IX. MILITARY DEFERMENT

The policy of the University with respect to deferment is based on the provisions of the Selective Service Operations Bulletin 46, which states that in order to be certified the student must be making normal progress toward his degree. Normal progress is defined in Operations Bulletin 46 as progress "which will enable the student to complete the work for a master's degree in two calendar years and for a doctor's degree in five calendar





years of work beyond the baccalaureate." If this basic requirement is met, a student can be certified provided (a) he is carrying three units of work or the equivalent, or (b) he is carrying two units of work or the equivalent, and holds an appointment for 1/2, 2/3, or 3/4 time.

A student requesting deferment through his local draft board must submit a special form to the Graduate College at the time he first registers and every September thereafter. However, if his status changes or if his degree date changes, he must submit another form immediately (see reverse of sample form in Appendix, page 60).

A person who holds a full-time appointment is not eligible for student deferment. A full-time staff member should consult the Recorder's Office concerning occupational deferment.

## X. NON-CURRICULAR MATTERS

Housing. The University has residence facilities for single graduate students, both men and women, and a limited number of apartments in University-owned student-staff apartment buildings. Applications for both rooms and apartments may be obtained from the Housing Division, 108 Illini Hall. In addition, the Director of Housing maintains a list of apartments and rooms available in private homes in the community.

Counseling Services. There are several resources on campus for the treatment of emotionally disturbed students, for marital counseling, vocational counseling, aptitude testing, etc.

Any graduate student may go to or be referred to one of the following campus agencies:



1. The Student Counseling Bureau, 311 Administration East, (Ext. 2210), provides educational, vocational, psychological, and marital counseling. In addition, this bureau can be of assistance to those students who experience difficulty in reading and in studying. It is prepared to implement its work with a wide variety of aptitude tests.

2. The Psychiatric Division of the University Health Service, 807 South Wright, (Ext. 3166), is prepared to give diagnostic and referral services plus limited psychotherapy.

3. The Psychological Clinic, 1005 West Nevada, (Ext. 2758), is prepared to do mental testing, personality diagnosis, counseling, and psychotherapy for both adults and children. Anyone in the Champaign-Urbana area or in the community at large may use this clinic.

Speech and Hearing Difficulties. Students with speech or hearing difficulties should be referred to the Speech and Hearing Clinics, 601 East John (Ext. 4131). Corrective exercises, instruction in lip reading and auditory training are offered.

Student Employment. Graduate students seeking employment (other than assistantships) should be referred to the Student Employment Office, 233 Illini Hall. It is unwise for a student to plan to earn sufficient money for complete self-support while on campus; the average student can earn a maximum of only half the funds he needs while carrying a full academic schedule. A student who is working as much as 20 hours a week on an hourly basis should not carry more than three units or the equivalent of academic work.



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TO THE DEAN OF THE GRADUATE COLLEGE:

\_\_\_\_\_ is within \_\_\_\_\_ hours of  
(Name of Student)  
his baccalaureate degree. His grade-point average for work completed  
in his junior and senior years is \_\_\_\_\_.

\_\_\_\_\_  
Signature of Dean of Undergraduate  
College

I recommend that the above student be permitted to register in the graduate  
courses so listed on his program card as indicated below.

\_\_\_\_\_  
Signature of Executive Officer

Graduate Courses Approved

Hours

Units





(See other side for directions)

UNIVERSITY OF ILLINOIS  
THE GRADUATE COLLEGE

**MEMORANDUM OF PREREQUISITES TO BE MADE UP**

To the Dean of the Graduate College:

M.....  
(Student's name)

in order to be fully eligible for graduate work in his major and minor subjects, must take the following prerequisites:

Major..... (Major subject)	..... (Prerequisites for major)
-------------------------------	------------------------------------

First Minor..... (First minor subject)	..... (Prerequisites for first minor)
---	--

Second Minor..... (Second minor subject)	..... (Prerequisites for second minor)
---	---

Date:.....	..... Adviser in charge of Major
------------	-------------------------------------

5M—6-58—65973

In planning the work of a new graduate student the adviser in charge of his major should determine, in consultation with the departments concerned, what prerequisites, if any, the student has to make up before he will be fully qualified for graduate work in the minor field(s). These prerequisites should then be entered, in terms of University of Illinois courses, on this blank. If the student has no prerequisites to make up in his major or minor subjects, the word "None" should be written in the blank spaces provided.

This form should be signed by the adviser and returned to the Graduate College.

N.B. This "Memorandum" is concerned only with specific departmental prerequisites for graduate work in the student's major and minor subjects. It is NOT concerned with the general deficiencies to be made up by students from other than standard colleges.



## PETITION FOR OVERLOAD

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Candidate for \_\_\_\_\_ degree in department of \_\_\_\_\_

Units earned to date: \_\_\_\_\_

Nature of appointment:

<input type="checkbox"/> Assistant	<input type="checkbox"/> Teaching	<input type="checkbox"/> 1/4 time
<input type="checkbox"/> Instructor	<input type="checkbox"/> Research	<input type="checkbox"/> 1/2 time
<input type="checkbox"/> Asst. Prof.	<input type="checkbox"/> _____	<input type="checkbox"/> 3/4 time
<input type="checkbox"/> _____		<input type="checkbox"/> full time
		<input type="checkbox"/> _____

Language examinations passed: \_\_\_\_\_; \_\_\_\_\_

Preliminary examination: passed ☐ or to be taken ☐ on \_\_\_\_\_  
(date)

Proposed program of study: Statement justifying the request for overload:

<u>Courses</u>	<u>Units</u>
----------------	--------------

Approved: \_\_\_\_\_  
(Adviser or immediate research supervisor)

Employer's endorsement:

I certify that the above program will not interfere with the discharge of this student's duties.

\_\_\_\_\_  
Executive Officer of Employing  
Department

Approved: \_\_\_\_\_  
Dean, Graduate College



1 RECORDER

CHANGE OF PROGRAM  
GRADUATE COLLEGEOFFICE OF  
ADMISSIONS AND RECORDS

DATE \_\_\_\_\_

NAME

(PRINT)

LAST

FIRST

MIDDLE

I. D. NO. \_\_\_\_\_

SUBJECT	COURSE NUMBER	SEC.	GRAD. UNITS	SEM. HRS.	M	T	W	T	F	S	SIGNATURE OF INSTRUCTOR
ADDED											
DROPPED											

CHANGE FEE OF \$1.00  
REQUIRED UNLESS  
OFFICIALLY WAIVED.

FEE WAIVED

REASON FOR CHANGE

SIGNATURE REQUIRED

MAJOR SUBJECT	APPROVED	APPROVED
	ADVISOR	DEAN

THE GRADUATE COLLEGE  
ANNOUNCEMENT OF THESIS SUBJECT  
(This is not an application for a degree)I hereby announce the subject of my thesis for the degree  
of (A.M.) (M.S.) (Ph.D.), as follows:..........  
.....

Name.....

Approved.....

Adviser

Major Subject.....

Date.....



UNIVERSITY OF ILLINOIS  
GRADUATE COLLEGE

INSTRUCTIONS FOR  
PREPARATION OF THESES

*General Information*

The original records of the investigation and the completed dissertation are the property of the University of Illinois and must not be taken from the University without special permission from the major department. Publication rights in the dissertation are reserved for the author, but permission to publish must be secured from the executive officer of the major department.

Two copies of the thesis must be deposited with the Graduate College, 208 Administration (East), by the date specified in the Graduate College Calendar. Since some departments also require a copy, the student should consult with his adviser to determine the number of copies needed in addition to the two required by the Graduate College. The thesis may be typed or it may be reproduced by lithoprint or a similar method, provided the lettering is black and the copy is clear. Mimeographing is not acceptable.

*Format*

**Paper.** The paper must be 8½ x 11 inches. If the thesis is typewritten, the original and the first carbon copy must be deposited with the Graduate College. The original must be on 20- to 24-pound bond paper, and the first carbon must be on 16- to 20-pound paper. Thesis paper with red-lined margins is recommended, but plain bond may be used. Onionskin is not acceptable for the Graduate College copies.

**Margins.** If the red-lined paper is used, the red lines constitute the margins. Otherwise, all pages must have at least a one-inch margin on the left side and no less than a half-inch margin on the other three sides. (This half-inch minimum applies to the longest typed lines.) Wider margins may be used if desired; narrower margins are not acceptable.

**Typing.** Elite, pica, or other standard type may be used, but the same type face must be used for all pages of the thesis. The general text of the manuscript should be double-spaced, but tables, long quotations, and footnotes should be single-spaced. Corrections must be made





by typewriting; interlinear corrections or those made by hand or by strikeovers on the typewriter are sufficient reason for rejecting the thesis.

**Pagination.** Page numbers must be typed within the prescribed margins, in the upper right hand corner at least two spaces above the first line of text.

1. *Preliminary pages.* Do not type any number on the certificate of approval or on the title page. The next page is numbered iii, and all other pages of the preliminary material are numbered consecutively in small Roman numerals.

2. *Text.* Use Arabic numerals beginning with number 1 on the first page of the text and continuing throughout the rest of the thesis including the reference material. Every page must be numbered. The first page of a chapter or section may be numbered in the center of the bottom of the page, if the author desires, but all other numerals must be in the upper right hand corner as described above.

**Divisions.** A thesis generally is divided into three parts: The preliminary pages, the text, and reference material.

A. *PRELIMINARY PAGES.* The preliminary pages must include the certificate of approval, the title page, and the table of contents. An acknowledgment is optional.

1. *Certificate of Approval.* This is a printed form which may be obtained at the Graduate College Office. A certificate of approval in original typing must accompany each of the two copies of the thesis deposited in the Graduate College. Both certificates must be signed by the person under whose immediate supervision the thesis was prepared and by the head of the department prior to format check. If the degree sought is a doctorate, the form must also be signed by each member of the final examining committee at the time of the final examination.

2. *Title Page.* The title pages accompanying the typewritten original and the first carbon must be printed on thesis paper in exact accordance with the sample on pages 4 and 5 as to capitalization, spacing, and size and face of type. The date appearing on the title page must be the year in which the degree is to be conferred.

At the time the title page is printed, the candidate should obtain from the printer two Manila envelopes with one open side. The title page must also be printed on each envelope. The original and the first carbon of the thesis are inserted in these envelopes for submission to the Graduate College, or in boxes to which the Manila envelopes are affixed.

3. *Acknowledgment.* This section, if included, follows the title page. It is a brief acknowledgment of assistance given to the candidate in his research and the preparation of his thesis.

4. *Table of Contents.* Each thesis must have a table of contents which shows the principal divisions of the thesis. These divisions must agree, in wording and style, with the divisions shown in the text. A list of tables and a list of illustrations may be included if desired, preferably as separate pages rather than as part of the table of contents page.



*B. TEXT.* The text is the main body of the thesis. In it the problem is stated, the method is described, the results of investigation are presented, analyzed, and discussed, and the findings are summarized and interpreted. The detailed organization of the text will vary with theses in different subjects, but a consistent style must be followed. In general, the organization should follow that which is considered standard in the particular area.

In many cases, the main body of the thesis may have to include certain materials other than ordinary text, such as illustrations, tables, chemical and mathematical formulas, and footnotes. Note the following comments concerning the presentation of these items.

*1. Illustrations.* All illustrations used in the thesis must appear in both copies. Illustrative materials may be drawings, charts, diagrams, photographs, and photostats, or, if necessary, other types which may be approved by the Graduate College. Illustrations may be inserted whenever needed in the text; they should be consecutively numbered throughout the thesis.

Drawings for the original copy must be prepared on paper of the same weight, 20 to 24 pound, and those for the carbon copy must be on 16- to 20-pound paper. All illustrations must be designed so that the plate and caption can be placed on the page within the prescribed margins.

Folded illustrations may be inserted if necessary. The sheet must be folded in such a way that it can be bound in the thesis and easily unfolded. For further information check with the Graduate College, 208 Administration (East). Illustrations too large to be folded in the thesis may be put in an envelope no larger than 6½ x 9 inches. This envelope should then be mounted on paper of the proper weight for insertion in the thesis.

Illustrations smaller than page size should be mounted on thesis paper, 20- to 24-pound bond for the original and 16- to 20-pound bond for the carbon. Such illustrations should be firmly mounted and dried under pressure to prevent curling of paper. Photo mounting corners, "Scotch tape," or staples should not be used.

Lettering and lines which cannot be typewritten on illustrations should be inserted in India ink.

For the M.F.A. with a major in painting and graphics, the candidate may choose a written thesis of the usual type, or a thesis painting or paintings. In the latter case, a report on the painting is filed. The report must describe the intent of the thesis painting, the technique employed in its execution, and other pertinent details as prescribed by the student's adviser. This must be accompanied by a photograph of the painting. The printed title page must read: A Report on a Thesis Painting Entitled "(title of picture)."

*2. Tables.* Be sure that tables can be read easily. Headings and the column and row entries should be clearly related. Ordinarily vertical rules are not necessary, but in an extensive table they may be desirable. Rules should be typewritten or drawn with India ink. Tables larger than a half page are better if placed on a separate sheet; half-page or shorter tables may be centered on the page with text above and below. Very large tables may be folded as described above for large illustrations. All tables should be numbered consecutively throughout the thesis.

*3. Formulas.* Mathematical and chemical formulas should be carefully made by typewriting, hand lettering, or both. Complex mathematical formu-



# COMPLETELY CONTINUOUS ELEMENTS OF A NORMED RING

BY

PHILIP WAKEFIELD STUART

B.S., Indiana University, 1942

M.S., Indiana University, 1943

THESIS

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS  
FOR THE DEGREE OF DOCTOR OF PHILOSOPHY (OR MASTER  
OF ARTS) (OR MASTER OF SCIENCE) IN MATHEMATICS  
IN THE GRADUATE COLLEGE OF THE UNIVERSITY  
OF ILLINOIS, 1948

URBANA, ILLINOIS



las of two or more lines should not be included in text lines, but should be placed in the proper position in the center of the page between lines of text. The lines in structural chemical formulas and hand-lettered mathematical formulas must be in India ink.

4. *Footnotes.* Footnote references must follow a consistent style throughout the thesis. If there is a standard practice in the subject field, that method may be used. Ordinarily, footnotes are numbered consecutively throughout each chapter or main division. Footnotes should be placed at the bottom of the page or listed at the end of a chapter or division. If placed at the bottom of the page, a partial or complete horizontal line one space above the first line of the footnote must separate the footnotes from the text.

C. *REFERENCE MATTER.* Reference matter includes:

1. *Bibliography.* The bibliography should be arranged in a definite order, either alphabetical or chronological, and single-spaced, with double spacing between entries. All books, articles, and other material used in preparing the thesis should be listed in the bibliography, and a consistent style should be followed.

2. *Appendix.* In some theses it may be desirable to include certain material, e.g., test forms, blank record forms, detailed apparatus descriptions, extensive tables of data, etc., which does not actually form a part of the text. Such materials should be made part of the thesis as one or more appendices, designated by capital letters, which are usually placed after the bibliography. Forms must have adequate margins, and sheets larger than the thesis page must be folded in the manner described above for illustrations.

3. *Vita.* The vita is required only for doctoral theses. It is a short biography of the candidate, including date and place of birth, educational institutions attended, degrees and honors, titles of publications, teaching and professional experience, and any other pertinent material.

### *Publication of Doctoral Thesis*

Formal publication of the thesis, either in its entirety or in a condensed form, is not required. However, students should consider the advantages to them, and to their professional field, of publication of the significant methods and findings of their research in the technical literature. If published, the article or book should have a note indicating that the material is, or is based upon, a dissertation submitted in partial fulfillment of the requirements for the Ph.D. degree at the University of Illinois.

**Microfilming.** In order to ensure that theses will be available for use by others, they must be microfilmed. Each candidate who passes the final examination must pay a fee of \$25.00 and deposit one copy of an abstract of his thesis of approximately 600 words, together with the two copies of the thesis prepared for the Graduate College. This fee will provide for (1) microfilming of the complete dissertation, and





deposit of one copy in the University of Illinois Library, and (2) publication of an abstract of 600 words or less in *Dissertation Abstracts*.

**Abstract.** At the time the thesis is submitted to the Graduate College for approval of the format, the candidate also must present an abstract of the thesis. This abstract is to be typewritten, double-spaced, and must not exceed 600 words.

The first page of the abstract should have a heading including the title, author, place, and date as shown in the example below.

THE LITERARY REPUTATION OF THE BRONTES: 1846-1951

Joseph Henry Dugas, Ph.D.

Department of English

University of Illinois, 1951

This heading will not be included in the word count. The abstract must be accompanied by a certificate of approval signed by the adviser and head of the department.

**Reprints.** Reprints of the abstract from *Dissertation Abstracts*, if desired by the student or if required by the department, may be ordered from University Microfilms, 313 North First Street, Ann Arbor, Michigan. The cost of such reprints is about \$12.00 for the first 100 copies, and \$5.00 for additional 100's, depending on the length.

**Copyright.** If a student believes that his thesis should be copyrighted, he may have it so registered by circling "yes" on the microfilm agreement form and by paying a fee of \$11.75 in addition to the \$25.00 microfilm fee.



UNIVERSITY OF ILLINOIS  
GRADUATE COLLEGE

FOR THE COLLEGE

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grade of .....\* in that subject.  
Credit .....

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Instructor

Date of report..... 19.....

\* This grade is to be substituted for all "deferred" grades in this course.

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Instructor

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\* This grade is to be substituted for all "deferred" grades in this course.

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## STUDENT COPY

## UNOFFICIAL SEMESTER REPORT

IDENT. NO.	NAME OF STUDENT	SEM.	ENT.	MAJOR
777647	MARY JANE DOE	261	259	MATH

SUBJECT		NO.	HRS.	UNITS	GRADE
MATH	L	468	0	1.00	A
MATH		490	0	1.00	B
MATH		403	0	1.00	A
PHIL	U	333	0	0.75	B
RUSS		001	0	0.00	S
PRLIM		002	0	0.00	S
APPT. THIS SEM.		% TIME	FELL.	CUM. UNITS	
ASST		0.50	1	6.75	
		BELOW B	LANG.	499	
		0.00	2	0.00	

SEE REVERSE SIDE  
FOR EXPLANATION OF  
ABBREVIATIONS AND  
SUBJECT NUMBERS.

**NOTE:**  
ACCUMULATIONS  
STARTED 9/60. WORK  
COMPLETED PRIOR  
TO THAT DATE NOT  
INCLUDED IN TOTALS.

CUM. AV.
4.69

## GRADUATE COLLEGE - UNIVERSITY OF ILLINOIS - URBANA

EXPLANATION OF ABBREVIATED ITEMS:

- SEM. — Date current semester started.  
 ENT. — Date student entered U.I. Graduate College.  
 APPT. THIS SEM. — Appointment this semester.  
 % TIME — Percent time of appointment.  
 FELL. — Cumulative semesters of fellowship (Summer session counts as .5 semesters)  
 CUM. UNITS — All units earned including 499 DF but excluding other courses with DF grade.  
 BELOW B — Cumulative units with grade of C, D, E or U.  
 LANG. — Number of languages passed.  
 499 — Cumulative units of 499.  
 CUM. AV. — Cumulative grade point average.

SUBJECT NUMBERS:

- 100-599 — Courses.  
 001 — Language examination.  
 002 — Preliminary examination.  
 003 — Final examination.  
 005 — Credit accepted from other institutions.

LETTERS FOLLOWING SUBJECT TITLE:

- E — Extramural course.  
 L — Late grade for course taken in a previous semester.  
 U — Credit transferred from U.I. undergraduate record.



## Information for Prospective Students from Other Countries

The University of Illinois takes pride in its large student population from countries outside the United States and each year welcomes many students from other countries.

This pamphlet is sent to provide you with information about the University. Each day we receive letters of inquiry from students who wish to come to the University of Illinois. In this pamphlet we try to answer the questions most often asked and to provide information which may be of service to the prospective student. If more information is needed, we ask you to write us.

Since coming to the United States for study involves a considerable investment in time and money, it is important that you determine which college or university best meets your needs. If you wish information about other schools, we suggest that you write to the Institute of International Education, 1 East 67th Street, New York 21, New York, U.S.A. Also, information of this nature may be available at the United States Information Service Office nearest you or from the Cultural Affairs Officer in the United States Embassy.

## The Campuses of the University

The University of Illinois offers instruction on three campuses. The main campus, which enrolls approximately 22,000 students, is located in the twin cities of Urbana and Champaign, a community of about 78,000 population, separated by only a street which passes through the campus. The University's official mailing address is Urbana. The community is situated in east central Illinois, 128 miles (203.2 kilometers) south of Chicago, and 96 miles (153.6 kilometers) east of Springfield, the state capital. It is served by the Illinois Central Railroad, the Wabash Railroad, Ozark Air Lines, and Greyhound Bus Lines. United States Highways 45 and 150, Interstate Highway 74, and State of Illinois Highway 10 pass through the community.

On this campus the University offers four-, five-, and six-year curricula leading to baccalaureate and professional degrees, and graduate study leading to master's and doctor's degrees.

An undergraduate division located in Chicago offers the first two years of college work in Liberal Arts and Sciences (including Elementary Education, Teaching of Mentally Handicapped Children, Teaching of Deaf and Hard-of-Hearing Children, and Occupational Therapy), Commerce and Business Administration, Engineering (including Architecture and Art), and Physical Education for

both men and women, duplicating the work offered at Urbana in these areas. Also in Chicago are the University's professional colleges of Dentistry, Medicine (including Occupational Therapy), Nursing, and Pharmacy. Nearly 7,000 students are registered on the two campuses in Chicago.

## Applicants for Limited Fields of Study

The University of Illinois encourages applications for admission from students of all countries. Applicants must realize, however, that certain fields of study are overcrowded. In these areas where the University's facilities are limited, priority must be given to applicants who present superior academic records.

## English Language Requirements

Ability to understand and to speak, read, and write English effectively is indispensable for any student wishing to study at the University of Illinois. After completing your other credentials, if your native language is not English, you are expected to take a preliminary oral and written examination at a convenient location in your own country. Instructions for arranging this examination will be sent to you by the Dean of Admissions and Records. The time required to mail and process the test is approximately six weeks to two months. The charge for this test is \$5.00. This test will be used to advise you of your language competence. In addition to the preliminary test, you will be required to take another English examination prior to your registration in the University, followed, if necessary, by non-credit courses in English as a foreign language. If you are required to take these non-credit courses, your program of subject-matter work will be reduced accordingly, requiring a longer time to complete the requirements for the degree. Thus, it is advantageous for you to be certain of your language ability before preparing to come to the University.

Courses in English offered at the University of Illinois are of university level, assuming considerable familiarity with the language. For applicants inadequately prepared in English, various other universities offer intensive courses in spoken and written English. Students who need elementary courses are therefore advised to enroll for intensive training in English at such institutions as the University of Michigan, Ann Arbor, Michigan; New York University, New York City, New York; Louisiana State University, Baton Rouge, Louisiana; the University of Florida, Gainesville, Florida; Georgetown University, Washington, D.C.; and the American University, Washington, D.C., prior to enrollment at the University of Illinois.





## Applying for Admission

Instruction on the Urbana-Champaign campus and at the Chicago Undergraduate Division is given in two semesters, beginning in September and in February, and in a summer term of twelve weeks and a summer session of eight weeks, each beginning in June. Applicants, except in Veterinary Medicine, are admitted at the beginning of any of these sessions, but at no other time. Admission to Veterinary Medicine is in September only.

An application form can be filled in only AFTER your request for admission has been approved by the University. It is essential that you submit a letter requesting admission, written by yourself, and signed in your own handwriting. Your letter requesting admission must give the following information:

1. Your full legal name (using no abbreviation).
2. The address to which reply should be mailed.
3. City and country of your birth.
4. Month, day, and year of your birth.
5. The name of the country of which you are *now* a citizen.
6. The subject in which you wish to specialize.
7. Your native language.
8. Whether you wish to do work as an undergraduate student (candidate for a bachelor's or first degree) or as a graduate student (candidate for an advanced degree).
9. Amount in United States dollars available for your support, the source of your income, and the length of time this support is guaranteed. (See item entitled Financial Matters on page 7.)
10. A complete chronological list of all secondary schools and colleges you have attended, giving the name and location of each with exact dates of attendance, and diplomas, certificates, or degrees, if any, received.
11. If you are not now attending school, your occupation, including all employment, with dates of employment, since leaving school.
12. The date you plan to enter.

*In addition*, you must submit official secondary school and college records covering *all* your secondary and higher education. These credentials must be filled out and certified as correct by the proper school official of *each* institution you have attended. Each transcript must include a complete list of all courses taken, the number of weeks and number of hours per week in lecture and laboratory for each subject, and the grade received. There should be included a description of the grading system

of each institution you have attended and, if possible, a statement of your scholastic rank among the students who were in your graduating class. If the original document is not in the English language, it must be accompanied by an authenticated English translation. Diplomas or certificates covering any government or university examinations you may have taken also must be presented. Students from countries requiring examinations for advancement must present authenticated certificates of the results indicating grades received and maximum and minimum grades obtainable. Certificates of the Matriculation, Intermediate, and Bachelor's examination, the General Certificate of Education Examination, the Maturity Certificate Examination, the examination for the Bachillerato, etc., are examples of such required documents.

If your admission is approved, we will send an application form which you should complete and return as soon as you have definitely determined that you will come to the University of Illinois.

Careful adherence to the above provisions for making application will greatly shorten the length of time necessary for the University to reach a decision concerning your admission. The documents indicated, including your letter requesting admission and your official credentials, should reach the University at least six months in advance of the time you wish to begin your work. The University will correspond with you by air mail, but it can not communicate with you by cable unless you have submitted in advance funds for the payment of cable communication.

Your letter requesting admission and your official credentials should be directed to the campus you wish to attend as follows:

*For Undergraduate or Graduate Status at Urbana*, to  
Dean of Admissions and Records  
100a Administration Building  
University of Illinois  
Urbana, Illinois, U.S.A.

*For Undergraduate Status at Chicago*, to  
Associate Dean of Admissions and Records  
Undergraduate Division  
University of Illinois  
Navy Pier  
Chicago 11, Illinois, U.S.A.

*For the Professional Colleges of Dentistry, Medicine, Nursing, and Pharmacy*, to  
Associate Dean of Admissions and Records  
University of Illinois  
1853 West Polk Street  
Chicago 12, Illinois, U.S.A.



The University will notify you by air mail of your eligibility to enter the University as soon as possible AFTER RECEIVING your official transcripts and your letter requesting admission. If you are admitted, the admissions officer will send you in duplicate an official letter indicating that you are admitted and giving the specific date for beginning your work and full instructions about your registration. This is the letter you should use in order to procure your visa. *Under no circumstances should you depart for the University until you have received such a letter.*

### Passports and Visas

The official letter of admission referred to in the preceding paragraph should be presented at the earliest opportunity to the United States Consul nearest your place of residence in order to procure your visa to the United States. The four most common visa types are the Student (F), the Exchange-Visitor (J or Ex.), the Visitor (B), and the Immigrant (permanent residence).

We strongly advise that you secure the Student (F) visa. Under this visa you will be required only to maintain a "full course of study." The Student visa permits graduate students to hold University fellowships and assistantships, providing the latter is for not more than a one-half time appointment. If your financial circumstances change following your entry into the United States and it becomes necessary for you to engage in remunerative employment in order to complete your studies, permission for part-time employment normally can be obtained.

If you are awarded an assistantship constituting more than a one-half time appointment, or if for some other reason you will not be pursuing a "full course of study" after arrival in the United States, you should obtain the Exchange-Visitor visa (J or Ex.). It should be understood that it is not possible to change the Exchange-Visitor visa to any other type. Furthermore, if you hold the Exchange-Visitor visa you may not apply for immigration (permanent residence) status until you have fulfilled the purpose for which you came to the United States and have lived outside of the continental United States for a minimum of two years after departure from this country.

Almost all students who are recipients of United States Government Grants or are participants in United States Government sponsored programs are required to obtain Exchange-Visitor visas.

The Visitor's (B) visa does not permit any kind of

remunerative employment, nor does it allow matriculation as a full-time student. The Immigrant visa has many advantages. However, men between the ages of nineteen and twenty-six are subject to induction into the United States Army for a period of military service. It may be difficult to change from a Visitor's visa to a Student visa after you reach the United States, and it is impossible to change from an Immigrant visa to any other type.

In almost every case, the documents you receive from the Office of Admissions and Records will determine the type of visa to be issued to you by the United States Consul. You must obtain a passport from your own government.

On your arrival at the campus of the University of Illinois, you should present your passport to the Director of the Office of Foreign Student Affairs, 152 Administration Building (West), so that he may determine the type of visa you hold and may inform you what you may or may not do under the terms of your visa.

### Financial Matters

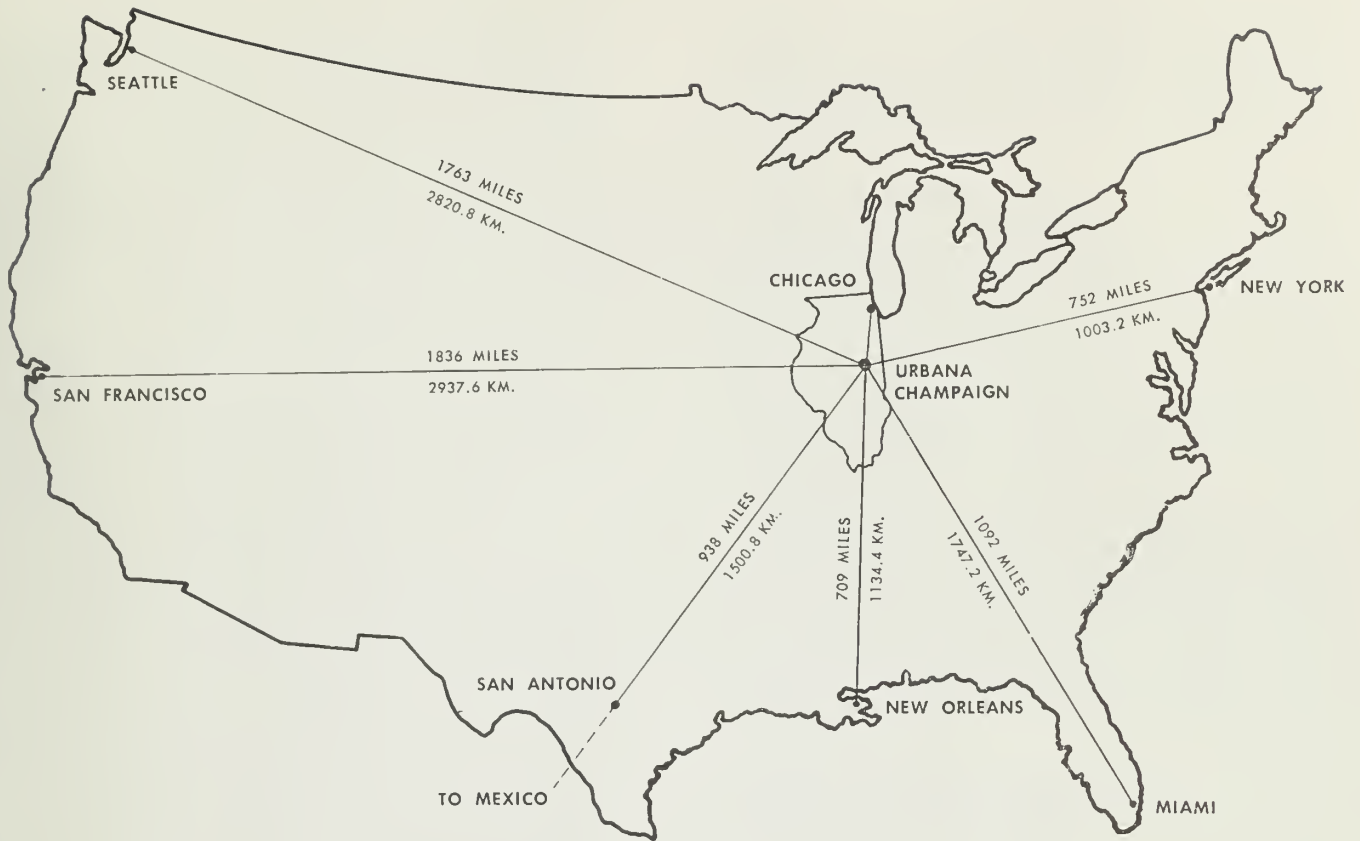
The University of Illinois recognizes its obligations to present to all prospective students a realistic picture of the costs of attending the University. We believe this to be of particular importance to students from other countries who must make rather complete financial arrangements before leaving their homes.

Our experience has been that students who are not familiar with the cost of living in a large American university frequently believe that they can, by strict economy, effect a reduction in the expense of a year of study in the United States. Too low an estimate often results in serious disappointment and hardship.

It is extremely difficult to anticipate accurately any student's needs; prices change and individual requirements vary. Ordinarily, students from abroad require a larger budget to meet their needs than do American students.

Tuition and fees are \$560.00 for the academic year 1960-61 (two semesters, or nine months), \$210.00 for the twelve-week summer term, and \$140.00 for the eight-week summer session of 1961. (These amounts are subject to change without notice.) Tuition and fees *must be paid* upon registration. In addition to these established costs, it is estimated that \$150.00 per month is essential to cover room and board, laundry, books, supplies, and other essentials. This estimate assumes that the student is modest in his tastes and careful in the use of his money. It includes no allowance for maintenance of family, for the purchase





or operation of an automobile, for extensive purchase of clothing, nor does it include funds for traveling expenses.

The University can not assume financial responsibility for students from other countries. When you apply for admission, you are expected to indicate clearly that you have provided sufficient funds for yourself, and, further, to give conclusive evidence that you will be able to receive these funds during your entire time at the University.

It is important that you understand what your total expenses will be, including travel costs, and that you are assured of sufficient funds to meet these costs *before leaving your own country.*

### Travel Information

For your information, the railroad coach fare from New York City to Chicago, via New York Central or

Pennsylvania Railroad, thence to Champaign, via Illinois Central Railroad, is approximately \$46.23 including tax; the bus fare is \$29.65 including tax; the airplane fare is \$54.62 including tax. From San Francisco via railroad to Chicago, thence to Champaign, via Illinois Central Railroad, the fare is approximately \$67.23 including tax; the bus fare is \$56.87 including tax; the airplane fare is \$115.12 including tax. From Miami via railroad to Chicago, thence to Champaign, via Illinois Central Railroad, the fare is approximately \$45.53 including tax; the bus fare, including tax, is \$36.30; the airplane fare, including tax, is \$79.70. If travel is by jet aircraft, add \$3.00 from New York, \$7.00 from San Francisco, and \$6.00 from Miami. All railroad, bus, and airline tickets should be purchased to Champaign. The fares quoted are subject to change at any time.

As you plan for your arrival, remember that the Committee on Friendly Relations will be glad to assist you





when you reach this country. The Committee on Friendly Relations maintains an East Coast office at 291 Broadway, New York 7, New York, and a West Coast office at 291 Geary Street, San Francisco 2, California. If notified in advance of your time of arrival, the flight number of your airplane, or the name of your ship, a representative will be glad to meet you and aid you in finding a hotel and in planning your travel to the campus of the University.

While in New York you are invited to visit the Institute of International Education, 1 East 67th Street, New York City. It is desirable that you know the services available at the Institute. A branch of the Institute is located in San Francisco at 291 Geary Street. This office will also be glad to help you. (For information about temporary housing on arrival in Urbana-Champaign, see section on Living Accommodations on page 14.)

### **Clothing and Furnishings Required**

Since Illinois is located in the temperate zone, lightweight clothing is needed for the summer months and warm clothing, including an overcoat, for cold weather. Temperatures range from very cold (sometimes below zero Fahrenheit or  $-15^{\circ}$  Centigrade) through the winter months to very warm ( $80^{\circ}$  to  $100^{\circ}$  Fahrenheit or  $26^{\circ}$  to  $37^{\circ}$  Centigrade) through the summer months.

If you reside in a University-owned dormitory, bed clothing and room furnishings are available. If, however, you choose to live in privately operated housing, you may need to provide your own personal linens and bed clothing.

### **Transfer of Funds**

Most countries place limitations on the purchase of American dollars. You should consult the proper authorities in your own country about the regulations with respect to the sale of American dollars and the procedures established for sending money to the United States.

You should bring with you funds to take care of your transportation, University fees, and living expenses until money can be sent to you from your own country. Many governments require a statement from the University that the student has registered before they will release money to him. As soon as you have registered, you should contact the Director of the Office of Foreign Student Affairs in order to obtain this document. If you are to receive funds through your government, or an agency thereof, please carry a letter with you stating such arrangements in

full. The University of Illinois will hold funds in safe-keeping for students. These funds should be sent to the Bursar, 100b Administration Building, University of Illinois, Urbana, Illinois, U.S.A., with the request that they be held until you arrive.

### **Foreign Student Counseling**

The University has established the Office of Foreign Student Affairs on the Urbana-Champaign campus. The office is located at 152 Administration Building (West). You should see the Director of the Office as soon as possible after arrival. He can give you information you may need on government regulations regarding visas and their renewal, answer questions you may have concerning campus procedures, direct you to other University offices, assist you in locating suitable housing, and aid you in resolving personal problems.

It is important that you arrive on the campus at least one week prior to registration. By arriving before registration, you will have ample time to confer with the Director, locate housing, take the required physical examination, and confer with your academic adviser to arrange a tentative program of studies. Should you arrive late, it may be necessary to reduce your academic load, thereby prolonging your stay here.

### **Hospital and Medical Services, and University Health Insurance**

The University of Illinois maintains a Health Service, where students may receive medical advice and treatment for minor ailments, and the McKinley Hospital, where most students who are ill are hospitalized. You will need to visit the Health Service shortly after your arrival on the campus to take your required pre-entrance physical examination, to acquaint yourself with the services which are available, and to receive instructions to be followed in case of illness.

The University requires all students to participate in a group hospital-medical-surgical insurance program. The cost of this benefit is included in the \$560 registration fee. If you have provided yourself with a similar insurance program such as arranged by the Institute of International Education, it is recommended that you participate in the benefits of both policies. Each program provides for part of the cost of hospitalization and added expenses associated with hospitalization, a schedule of surgical charges, and payments to the attending physician in connection with hospitalization. The programs will cover the costs of





minor ailments and surgery if you are hospitalized, but if major surgery or long illnesses are involved, you must pay the costs in excess of the insurance allowances. No payments are made by these insurance programs for dental work, fitting of eye glasses, or office or home treatment by physicians.

### **Sending Mail and Holding Baggage**

If you wish, you may have your mail sent in care of the Director of the Office of Foreign Student Affairs, 152 Administration Building (West). It should be marked "Hold for Arrival." Baggage and express packages also may be sent in care of the Director. However, the Director's office can not accept packages or baggage unless sent prepaid.

### **Scholarships and Fellowships**

The estimated cost of attending the University of Illinois is given under Financial Matters on page 7. The University has no scholarships for undergraduate students or fellowships for graduate students which cover this total expense. It must be understood that *only* those students whose academic records are clearly *superior* can be considered for an award.

The University recognizes the Institute of International Education as a screening agency for requests for financial assistance from students from other countries. Information about applying for awards administered by the Institute may be obtained from the nearest United States Education and Information Service, or by writing to the Institute of International Education, 1 East 67th Street, New York 21, New York, U.S.A. In general, an application filed through the Institute must be initiated early in November to become effective the following September.

A limited number of "foreign student" scholarships are offered each year to undergraduate students who have been recommended by the Institute of International Education or some other recognized international educational organization. Undergraduate students who have completed at least one full semester of academic work at the University of Illinois are eligible to apply. These scholarships are awarded on the basis of academic excellence and financial need, and provide tuition exemption only, reducing the total expense for the academic year (two semesters) by \$500.00.

In addition, graduate students with superior records will be considered for fellowship awards or for part-time

teaching or research assistantships. Graduate fellowships provide stipends of \$1,500.00 for the academic year, plus waiver of tuition and fees. The usual teaching or research assistantships are half-time appointments at a salary of \$2,000.00 for the academic year with waiver of tuition and certain fees.

Fellowship stipends are income tax exempt, but the federal income tax is automatically withheld on income from teaching and research assistantships.

In selecting the recipients of these awards, priority is given to those who have been recommended by the Institute of International Education, or to those who have completed at least one year of study in the United States. Therefore, you are urged to make your application through the Institute. However, if you wish to apply directly to the University, you may request an application blank from the Graduate College, 207 Administration Building (East), or from the department in which you will study. All applications for September must be received by February 15. In connection with these awards, you are urged not to apply unless your academic record is *superior*.

### **Employment**

If you enter the United States on a Student visa (F), the Immigration Service will not permit you to work during your original period of entry unless the circumstances in your case are unique.

After this original period, you may apply for permission to work up to twenty hours a week providing that (1) following entry into the United States financial circumstances have changed making it necessary for you to work in order to meet expenses and (2) you register for a minimum of twelve semester hours or three units of credit. Graduate students sometimes may work for the department in which they are studying if such employment is in the nature of an academic appointment and contributes to their professional growth. Anyone who needs to work must first consult the Director of the Office of Foreign Student Affairs.

Types of jobs available, other than academic appointments, often are assisting in libraries or laboratories, washing dishes, waiting on tables, or performing custodial services. Students holding these types of jobs are occasionally paid in meals or room rent rather than in cash. Obtaining work is your own responsibility and depends on the number of jobs available and the number of students applying for them, as well as your qualifications for the vacancies.



## Living Accommodations

The University Housing Division and the Director of the Office of Foreign Student Affairs will be pleased to assist you in finding suitable living quarters after you arrive on the campus. Although rooms outside the University residence hall system can not be reserved in advance of your arrival, you should notify the Housing Division of the type of accommodations you desire — whether in a private home or in University residence halls. All unmarried undergraduate students are required to live in University approved facilities. *Before signing a lease or contract* to live in a privately operated rooming house, it is important that you confer with the Director of the Office of Foreign Student Affairs.

Students from other countries who are married should not bring their families to the campus until they have actually visited the campus and made arrangements for their accommodations. Finding a place for families to live is often difficult because apartments are very scarce and can not be secured in advance of your arrival. There is much competition for those available. The Director will advise you about obtaining listings of places which you can inspect and consider.

## Temporary Accommodations

Male students arriving on the campus when the University offices are closed may go directly to Clark House, Men's Residence Halls, 1215 South Fourth Street, Champaign, or to the Cosmopolitan Fraternity at 605 East Daniel Street, Champaign, for temporary housing. Women students needing temporary accommodations may call the house director or the secretary at the University Y.W.C.A., 801 South Wright Street, Champaign (consult telephone directory) for lodging if University offices are closed upon arrival. Those women arriving not more than three days prior to the first day of registration may stay temporarily at Allen Hall, 1005 West Gregory Drive, Urbana. Should you arrive in the community after 11:00 p.m., you are advised to take lodging at one of the following hotels until you are able to report to the University: Inman Hotel or Tilden-Hall Hotel, Champaign, or the Urbana-Lincoln Motor Inn in Urbana. It is best to time your arrival so that you do not reach Urbana-Champaign on Friday evening, Saturday, or Sunday.

## For Further Information

If you need additional information about any phase of your intended study at the University of Illinois, write to one of the following:

*For Admission, to*

Dean of Admissions and Records  
100a Administration Building  
University of Illinois  
Urbana, Illinois, U.S.A.

*For General Matters Not Concerned with Admission or Academic Problems, to*

Director of the Office of Foreign Student Affairs  
152 Administration Building (West)  
University of Illinois  
Urbana, Illinois, U.S.A.

*For Financial Aid for Graduate Students, to*

Dean of the Graduate College  
208 Administration Building (East)  
University of Illinois  
Urbana, Illinois, U.S.A.

*For Financial Aid for Undergraduate Students, to*

Director of Undergraduate Scholarship Program  
105 Administration Building (East)  
University of Illinois  
Urbana, Illinois, U.S.A.



STATUS FORM FOR GRADUATE STUDENTS SEEKING DEFERMENT  
(See reverse side for instructions)

This is to inform you that \_\_\_\_\_ is pursuing  
a course of instruction which includes \_\_\_\_\_ units of graduate work  
(plus \_\_\_\_\_ miscellaneous hours) and a \_\_\_\_\_ -time <sup>teaching</sup> <sub>research</sub> assistant-  
ship. He received his baccalaureate degree in \_\_\_\_\_. He was first  
(month and year)  
enrolled as a graduate student in the University of Illinois in \_\_\_\_\_.  
(month and year)

If he continues to maintain his present rate of progress, he will be able to  
meet the requirements for the degree of \_\_\_\_\_  
(title of degree)

in \_\_\_\_\_ in \_\_\_\_\_.  
(department or division) (month and year)

\_\_\_\_\_  
Executive Officer

\_\_\_\_\_  
Department or Division

REMARKS:

\_\_\_\_\_  
Dean, Graduate College

\_\_\_\_\_  
(date)



## INSTRUCTIONS

### Procedure

A student requesting deferment through his local draft board must submit a status form to the Graduate College, 207 Administration East, at the time he first registers in the Graduate College and every September thereafter. If his status changes (see below) or if his degree date changes, another status form must be submitted immediately, otherwise only one status form is needed each academic year.

### Status

A full-time course of instruction consists of at least 3 units (or the equivalent); or two units (or the equivalent) plus a teaching or research appointment for not less than half-time. A person who holds a full-time appointment is not eligible for student deferment. Full-time staff members should consult Mr. E. C. Seyler, 109 Administration East, concerning occupational deferment.

### Time Limits

A student is considered to be making normal progress under the terms of Selective Service regulations if he can complete the requirements for the master's degree in two calendar years and for the doctor's degree in five calendar years of work beyond the baccalaureate.





January 6, 1959

TO ALL DEANS, DIRECTORS AND HEADS OF DEPARTMENTS:

RE: Exchange-Visitor Certificate of Eligibility

Under date of December 6, 1954, and again on February 2, 1956, you were advised that the University of Illinois is a participant in the Exchange-Visitor program of the State Department, and the suggestion was made to you that any college, school, or department wishing to employ an alien on a temporary basis should take advantage of this program.

As you know, the Exchange-Visitor visa is by far the most advantageous visa from the point of view of the prospective employee and of the University, provided there is no intention on the part of the alien to remain in this country and no intention on the part of the University to give him permanent employment. Since the right to work is implicit in the Exchange-Visitor visa and limited extensions of stay in this country may be obtained upon certification by the University of Illinois, the department may appoint him as it desires, either for part-time or full-time employment. No special permission from the immigration authorities for such employment is necessary. Course work may be planned in accordance with his appointment, since he is not required to carry a full program of study.

It is highly desirable that all foreigners who are to be given an academic appointment by the University on a temporary basis come here under the University's Exchange-Visitor program, particularly if the appointment is for more than half-time. This is likewise true of visiting scholars who are offered the facilities of the University, unless they are coming here under a U. S. Government grant, in which case they will be placed on the Exchange-Visitor program under a special State Department designation.

The procedure is simple. The following information is required:

I. The original appointment

A. For a Visiting Scholar, Scientist, or Postdoctoral Fellow not on regular appointment.

1. The head of the department concerned should assemble credentials and pertinent data and transmit them to the dean of his own college with his recommendation.
2. If the dean of the college approves the proposal, he will forward a recommendation to the Dean of the Graduate College.
3. If the Dean of the Graduate College concurs, he will notify Miss Harriet E. Hamm, Examiner, Graduate and Foreign Admissions, 158 Administration Building, West, who will send the official notification to the appointee. Miss Hamm will need the detailed information requested in "B-1" below in order to complete the official notice.



B. For all others eligible for the Exchange-Visitor visa

1. The head of the department should write to Miss Hamm giving the name of the candidate, the address, the date and place of birth, as well as citizenship and other details concerning the appointment.
2. Miss Hamm will conduct the correspondence necessary to place the employee on the University's Exchange-Visitor program.

II. For extension of stay, the head of the department should transmit to Miss Hamm the following information:

A. For academic experience

1. The title and salary, with beginning and ending dates of appointment.
2. A statement that the alien is fulfilling the purposes for which he came to the United States originally, i.e., making satisfactory progress towards the degree and performing his duties to the satisfaction of the department in which he is employed.

B. For practical experience

1. A full statement of conditions of employment as supplied by the employer.
2. Approval and recommendation of the above by the head of the department supervising the alien's study.

Copies of the official notification of acceptance will be forwarded to the head of the department and the Assistant Dean for Foreign Students.

If you have questions concerning any phase of this program, please call Miss Hamm, Extension 3647.

C. W. Sanford  
Dean of Admissions and Records

Robert A. Schuiteman  
Assistant Dean for Foreign Students



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